

Office of the Assistant Secretary for Public Health Emergency Preparedness Washington D.C. 20201

FEB **94** 2003

2003 National Disaster Medical System (NDMS) Conference

Statement of Intent

It is the intent of the sponsors of the 2003 NDMS Conference and Exhibition to proceed with the conference at this time.

If current world situations change, we will re-evaluate this intent. If the conference is cancelled, all speakers and attendees will be contacted and funds collected for this event returned.

Please check this website for any updates to this policy.

Attendee Cancellation Policy

If you are unable to attend the conference <u>due to your employer restricting travel because</u> of current world situations, we will refund your registration fee in full. We must receive from you a written statement of cause on agency letterhead signed by your supervisor by the close of business on March 7th, 2003. These statements should be FAXed to 410-642-1090 and addressed to Ms. Kirsten Slowey.

Attendee cancellations for any other reason will be handled in accordance with the cancellation policy included with the registration information.

The Reno Hilton and the Atlantis Resort and Casino cancellation policy is as follows: individual cancellations may be made without penalty prior to 48 hours upon the date of arrival. If guests neglect to cancel their reservations, the hotel reserves the right to charge the guest's credit card one night's room and tax.

Speaker Cancellation Policy

Since our speakers are highly-talented individuals working in areas of national defense, public health and safety, we understand the need for employers to restrict travel of their employees in certain situations.

If your travel is restricted by your employer during the period you have committed to speak at the 2003 NDMS conference, we need to receive immediate notification of this from you in order to make adjustments to the agenda.

We ask that you contact by telephone Ms. Kirsten Slowey, at 410-642-1857 and provide a statement of cause and your contact information for a follow-up call, if necessary.

Signed

Director, Office of Emergency Response